



NEVADA LEGISLATIVE COUNSEL BUREAU
FISCAL ANALYSIS DIVISION

POSITION: Management Assistant IV

CONTACT: Becky Lowe, Office Manager, Fiscal Analysis Division 775-684-6821

The Fiscal Analysis Division of the Legislative Counsel Bureau is seeking candidates for a full-time, permanent Management Assistant IV position.

The Fiscal Analysis Division is a division of the Legislative Counsel Bureau, a nonpartisan agency. The division provides independent review and analysis of budgetary and fiscal matters for the Nevada Legislature during legislative sessions and the interim period between sessions.

During the legislative session, the employee will work with a team of clerical staff to assist analysts in the division with proofreading and distribution of documents to the Legislature. The Fiscal Analysis Division staffs the Senate Committee on Finance, the Assembly Committee on Ways and Means, the Senate Committee on Revenue, and the Assembly Committee on Taxation. The Fiscal Analysis Division also staffs the Interim Finance Committee. The clerical staff in the Fiscal Analysis Division assists in the production of a large amount of high-quality work under a tight time schedule. Overtime during legislative sessions is required.

When not in a legislative session, the Fiscal Analysis Division staffs interim committees. The person hired for this position may be assigned to an interim study or statutory committee; duties include posting agendas, coordinating and attending meetings, preparing meeting materials, transcribing minutes, scheduling travel, and assisting in the preparation of committee reports. Some travel for meetings may be required. Tasks also include general clerical duties such as filing and copying. The person hired for this position will be assigned to the front reception desk, and will be responsible for answering phones, greeting visitors and distributing mail.

Graduation from high school or equivalent education and four years of progressively responsible relevant work experience is required. Computer experience (Word 2010), excellent typing, grammar, writing and communication skills are required. Previous experience transcribing meeting minutes is preferred, but not required. The position requires excellent editing and proofreading skills, strong organizational skills, the ability

to plan and prioritize tasks, and attention to detail. The position requires a high degree of confidentiality and a strong work ethic. The candidate must be able to work independently and with a team depending on the assignment.

The salary range is \$37,291 to \$54,747 annually (employee/employer-paid state retirement), depending on qualifications and experience. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

All applicants must submit an LCB Employment Application, a letter of application and a current résumé. The LCB application can be found at:

<http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications will be accepted until January 11, 2016. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to kkruse@lcb.state.nv.us. Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed to:

Legislative Counsel Bureau
Attn: Ken Kruse, Human Resources/Accounting
401 S. Carson Street
Carson City, NV 89701-4747